

Department of Development Services – West Region
JOB OPPORTUNITY
Human Resources Assistant

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current EXAM List

Location: Workers Compensation – Rowland Government Center, Waterbury

Job Posting No: 015813

Hours: 1st Shift: Monday through Friday, 8:00 a.m. – 4:30 p.m.

Salary: \$1,956.37/bi-weekly

Closing Date: July 22, 2013

Eligibility Requirement: This is a **competitive position**. Candidates must have applied for and passed the **Human Resources Assistant** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Duties consistent with the Human Resources Assistant job specification. Duties will include, but not be limited to, processing workers' compensation and FMLA (Family Medical Leave Act) claims in CORE-CT; performing wage audits; tracking medical documentation; performing check reconciliations; preparing and updating reports; assisting employees with inquiries regarding their claims; provide support to the Human Resources Specialist overseeing the Workers' Compensation Unit; perform related duties as required. This position requires good organization and interpersonal skills. Candidates with strong PC skills utilizing Core-CT, Microsoft Word, Excel and Outlook preferred.

General Experience: Five (5) years of experience in complex clerical work in human resources management in at least one of the following areas: recruitment, selection, personnel assessment, classification, compensation, benefits, payroll, affirmative action, employee relations, labor relations, organizational and/or employee development. **Note:** For state employees complex clerical work is interpreted at the level of Office Assistant or above.

Substitutions Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of two (2) years.

Special Requirements: Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six (6) months of appointment.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit copies of last two performance appraisals and an Application for Employment (CT-HR-12), including the position number to:

Department of Developmental Services - West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Fax: 860-622-4951
Belinda.Weaver@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.